

## Youth Services Policy A.2.4 Awards and Recognition

<b>Special Projects/Innovation/Significant Achievement Application</b>
--

Unit Name: \_\_\_\_\_ Date: \_\_\_\_\_

Unit Head: \_\_\_\_\_

Employee Name: \_\_\_\_\_

Employee Job Title: \_\_\_\_\_ ISIS/HR No.: \_\_\_\_\_

- Does this employee currently have an overall PPR rating of “Achieves Expectations” or higher?

\_\_\_\_\_ Yes      \_\_\_\_\_ No

- What is the nature of the *Special Projects/Innovation/Significant Achievement* and how did the work benefit the youth Service or its customers? (Provide detailed information with any quantifiable documentation to support the reward nomination (including savings realized, costs avoided, and the value of the increased productivity). Include any documentation that supports this request. *You may attach documentation. Please include this question on the first line.*

- Reward Amount Requested: \_\_\_\_\_

- Has this employee previously received compensation under Youth Services Policy A.2.4 Employee Awards and Recognition, or any other policy or Civil Service pay rule? If yes, for what effort (special project, training, certification, etc.) was the award given and when was it awarded?

\_\_\_\_\_ Yes      \_\_\_\_\_ No      *You may attach documentation. Please include this question on the first line.*